

DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE PROCUREMENT

Agency: Department on Disability Services (DDS)
Contract No.: DCJM-2015-C-0009
Caption: Person-Centered Practice Series
Contractor: Support Development Associates, LLC (SDA)

FINDINGS

1. Authorization:

D.C. Official Code §2-354.04, 27 DCMR 1304 and 1702

2. Minimum Need:

The Department on Disability Services (DDS) Developmental Disabilities Administration (DDA) has a need for continued consultation and training to create Transformational systems change and assist with the implementation of Person Centered Practices throughout the District of Columbia IDD System. The benefits of this effort begin with increasing the quality of life of those who use DDA services and the amount of positive control they have over their lives. This work will support DDA's desire to create a foundation of person centered practice throughout its service delivery organizations and provide critical support for the agency's efforts to successfully exit the 38-year old Evans class action and to come into compliance with the new Home and Community-Based Services rules published by the Centers for Medicare and Medicaid Services (CMS) published in March 2014. This is a planned multi-year effort.

Proposed efforts include:

- a. Demonstration Projects for person-centered practice implementation in four provider agencies.
- b. Technical assistance for additional provider agencies in effective management practices and establishing management plans and metrics targeting internal change processes consistent with person-centered thinking principles.
- c. Review and recommendation to modify the existing ISP document to effectively incorporate results of person-centered assessments.
- d. Support for service coordination supervisors and managers
- e. Support for Person Centered Thinking trainers and continuation of certification through the Learning Community for Person Centered Thinking International including development of up to 8 new PCT trainers and certification of 3 trainers to complete Families Planning Together personal profiles.
- f. Technical assistance and consultation with staff of the Quality Management Division on the implementation of person-centered practice in quality review activities and on the CMS rule changes.

Person-Centered Practice Series

- g. Training of Self-Advocates to support participation in the ISP process, including development of Self Advocates as Trainers – called People Planning for Themselves.
- h. Other technical assistance as requested.

3. Estimated Fair and Reasonable Price:

The estimated fair and reasonable price is \$243,348.

4. Facts that Justify Sole Source Procurement:

- A. The primary partners in SDA have worked with over eighteen states in the implementation of person centered systems change. SDA recently completed a three year grant along with Virginia Commonwealth University and The National Association of State Directors of Developmental Disability Services (NASDDDS) to implement person centered practice as the core foundation of services in six states, and to analyze the requirements necessary to transform a system from its current state to a new business model based in person centered practice. The demonstration projects for provider agencies are modeled after that project. Partners and associates have worked with the Disability and Elderly Health Programs Group (DEHPG) of the Centers for Medicare and Medicaid Services (CMS) headquarters staff to identify and clarify the intention and purpose of person centered practice and the role it fits in recently published rules, and is currently advising CMS on strategies to evaluate compliance with those rules.
- B. One partner is a former Baldrige National Quality Program examiner (four years) and with extensive background in assisting state and local agencies in the development of appendix H to the 1915 (c) waiver applications for Home and Community Based Waiver applications to CMS. The principal is an internationally recognized subject matter expert in person centered practices and has worked in nearly all fifty states in the U.S., as well as England, Canada, and Eastern Europe. His initial work, "Essential Lifestyle Planning" has become a cornerstone for numerous state approved individual support plans.
- C. The proposed work builds on work already done in partnership with the leadership and staff of DDS and that done in other states. The work to certify trainers in Families Planning Together and People Planning for Themselves builds on work done for Montana and South Dakota and is proprietary to SDA. DDS will only be required to pay for the time spent to properly train and certify District trainers who will then continue the work to expand these practices locally.
- D. Based upon market research and the DDS leadership's personal knowledge and nationwide network, there is no other qualified source reasonably available to accomplish the work required within the time period of the *Evans* litigation and CMS requirements for Transition Plans. SDA is located in Maryland which also reduces travel costs associated with the use of national consultants who may otherwise be available.
- E. A notice of intent to award a sole source contract to Support Development Associates, LLC was posted to the Office of Contracting and Procurement website on August 28, 2013 in accordance with 27 DCMR 1304. After posting for ten days, no other contractor has challenged the notice.
- F.

5. Performance:

The period of performance shall be for one (1) year from date of award with two option years.

6. Certification by Director:

I hereby certify that the above findings and certify that they are true, accurate and sufficient to justify the use of the sole source method of procurement under the cited statutory authority.



Laura L. Nuss, DDS Director



Date

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under either Section 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the Department on Disability Services is justified in awarding a contract to Support Development Associates, LLC for the services described above using the sole source method of procurement.

Callie Byrd Williams, DDS Chief Contracting Officer

Date